COMMONWEALTH SUPERVISOR CERTIFICATE PROGRAM

2015-2016 PROGRAM OVERVIEW

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The Commonwealth Supervisor Certificate Program (CSCP) offers Executive Branch supervisors the opportunity to develop and enhance the leadership skills required to cultivate a high-performing, diverse workforce.

THE BENEFITS YOU CAN EXPECT

- Opportunity to cultivate new skills, explore diverse perspectives and develop new leadership styles
- Apply the new knowledge to create solutions to agency's challenges
- Maximize effectiveness in developing and managing high performance teams   Network and collaborate with colleagues across agencies/ secretariats

COURSE OF STUDY

The program consists of five one-day classes to be completed between January 2016 and May 2016. Classes will be offered at locations across the Commonwealth. The curriculum is designed to build skills and competencies in such areas as leadership, problem-solving, teaming and collaboration and developing organizational relationships.

ELIGIBILITY

To be considered for the Commonwealth Supervisor Certificate Program, an applicant must:

- Currently be in a supervisor position; i.e., a person who completes EPRS
- Be a member of the Executive Branch
- Be willing to enter into a "Statement of Commitment"

Complete the CSCP application process and obtain all required approval signatures.

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THE COMMONWEALTH SUPERVISOR CERTIFICATE PROGRAM

The number of participants accepted is determined by the size of the agency:

Number of Agency Employees	Number of Selections
Up to 50	3
51-400	9
401-1,500	16
1,501-2,500	25
2,501-4,500	32
4,501 or more	40

SELECTION PROCESS

The CSCP selection committee will review all program applications and approve or reject participants based on eligibility requirements. If the total number of applicants exceeds the allotted number of seats per agency (as outlined above), the decision will be deferred back to that agency to determine which applicants will be accepted into the CSCP program.

In order to be considered for the program the following information must be submitted to the CSCP selection committee by the application deadline. **Incomplete or late applications will result in disqualification**.

- Complete and submit the online application
- Have your supervisor complete and submit a "Letter of Recommendation Form"
- Obtain approval signatures from your supervisor and Head of Agency (or designee) on the "Leadership Commitment Form"